

CATALYST for the New User

Purpose: this guide is designed as a brief introduction to the basics of CATALYST for tobacco prevention & control contractors new to the system. It is not meant to give you all system details but will allow you to meet your reporting requirements and facilitate further exploration of the system as time allows.

What is CATALYST?

CATALYST is the web-based reporting and monitoring system developed and used by the Washington State Tobacco Prevention & Control Program.

After reviewing this guide users should be able to:

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Who to contact if you need assistance:

The name to know when using CATALYST is **SHANAE WILLIAMS**

Shanae is the CATALYST technical support person for the tobacco prevention & control program and is available daily to answer your CATALYST questions. If you are not sure how to access a feature or if you encounter a system error, contact Shanae and she can assist you.

Your **contract manager** is another important contact and can assist you with questions regarding reporting requirements and program/contract specific questions.

What you need to know to get started:

After receiving the New User Guide contact Shanae Williams for a User Id and Password and the web address for CATALYST.

System Requirements:

- A computer
- Internet connection
- A web browser: Internet Explorer

* Contact Shanae if you are uncertain about your hardware or software

Other Resources:

- The Workplan and Output Reporting Workbook gives information on workplan and monthly output content
- The Contractors Resource Website offers other technical support documentation for CATALYST
- CATALYST Reports provide an in-depth information on local program content from previous contract years

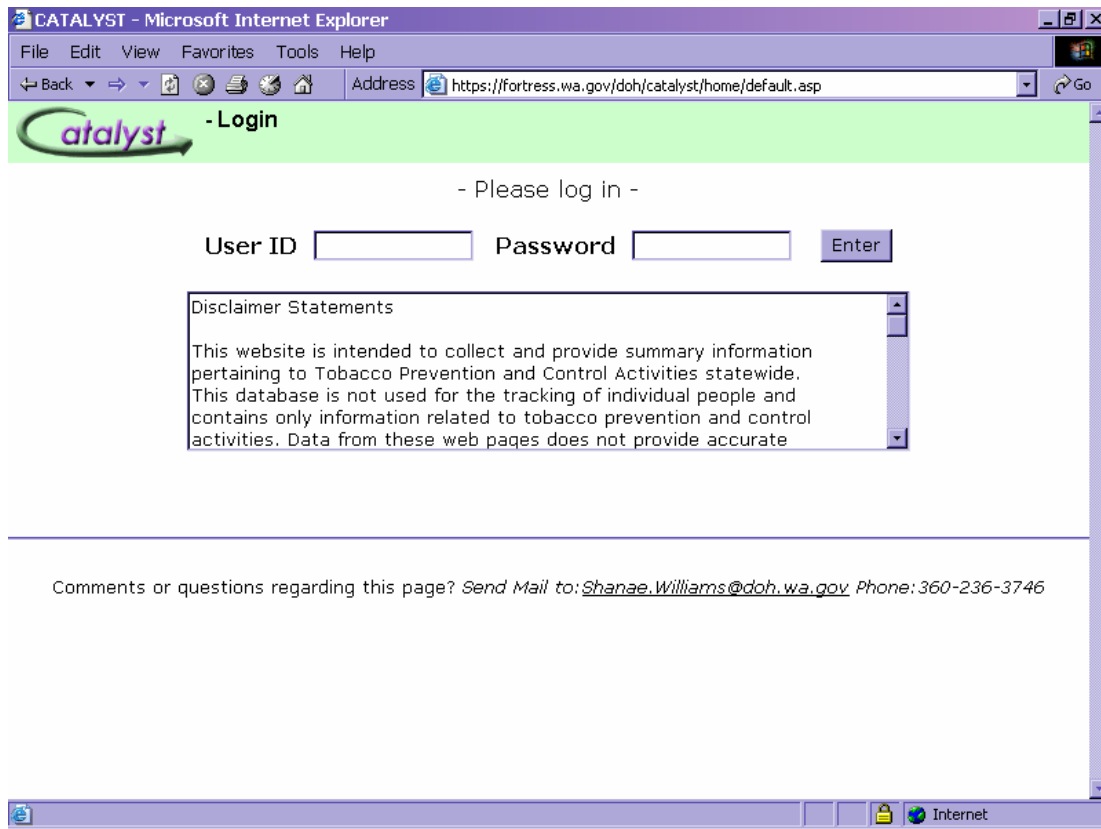
Logging into CATALYST

Steps:

1. Obtain a User ID, Password and Web Address from Shanae Williams
2. Open up your web browser – Internet Explorer and locate CATALYST online.

The web address will lead you to the screen below:

3. Enter the User ID and Password you received from Shanae and click ENTER



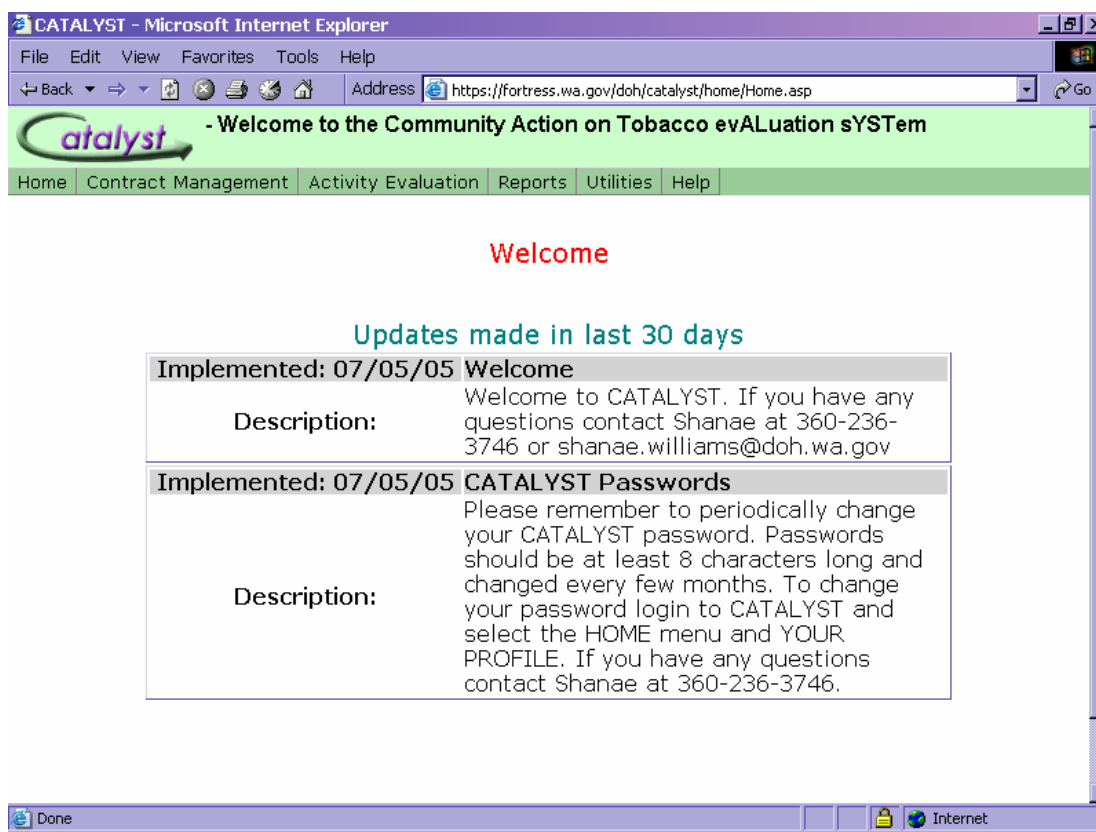
The screenshot shows a Microsoft Internet Explorer window titled "CATALYST - Microsoft Internet Explorer". The address bar displays "https://fortress.wa.gov/doh/catalyst/home/default.asp". The page has a green header with the "catalyst" logo and the text "- Login". Below the header, it says "- Please log in -". There are two input fields labeled "User ID" and "Password", followed by an "Enter" button. Below the login fields is a scrollable box titled "Disclaimer Statements" containing the following text: "This website is intended to collect and provide summary information pertaining to Tobacco Prevention and Control Activities statewide. This database is not used for the tracking of individual people and contains only information related to tobacco prevention and control activities. Data from these web pages does not provide accurate". At the bottom of the page, there is a line of text: "Comments or questions regarding this page? Send Mail to: Shanae.Williams@doh.wa.gov Phone: 360-236-3746". The Windows taskbar at the bottom shows the Internet Explorer icon and the word "Internet".

When to access CATALYST:

CATALYST is accessible whenever you need to access the system. Because CATALYST is web-based users can access the system anytime of day and from any location. All you need is the web address, user id and password – and a computer with an internet connection and Internet Explorer.

Welcome to CATALYST

If you see the WELCOME screen (below) then you have successfully entered CATALYST. If your login is unsuccessful CATALYST will prompt you to attempt your login again.



System Overview

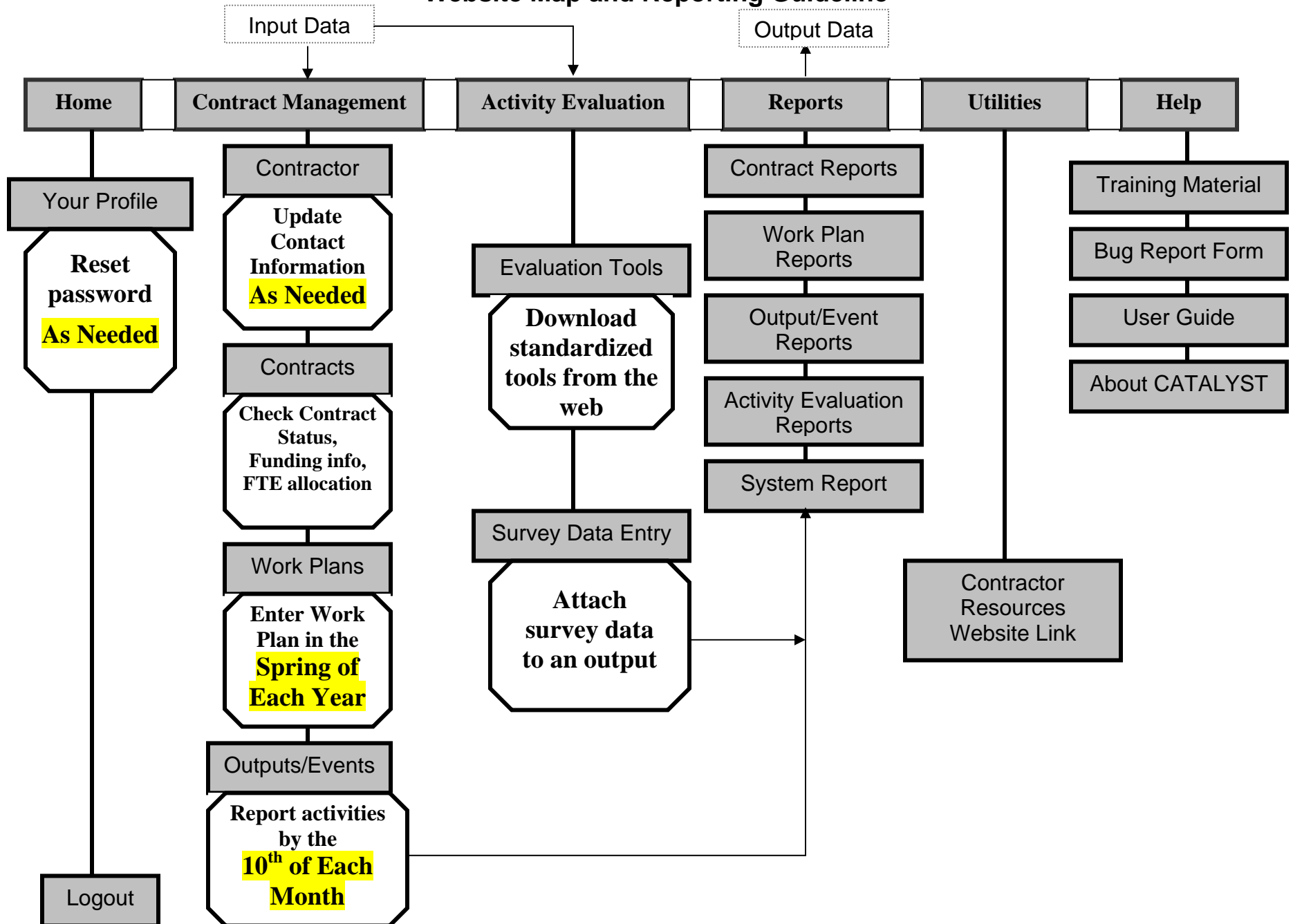
The map on the next page will give you a big picture overview of the CATALYST web-based reporting system. The system is much smaller and more manageable than a new user might imagine.

Data goes into the system through the contract management screens and users retrieve data through the reports.

The following pages will highlight the features all users need to understand to report successfully in CATALYST. If you have questions at anytime please contact Shanae Williams for assistance.

CATALYST

Website Map and Reporting Guideline



Changing Your Password

Steps:

1. From the green toolbar select <HOME – YOUR PROFILE>
2. The screen below will appear
3. Enter your new password, confirm the password and make updates to your e-mail address and phone number if necessary

The screenshot shows a Microsoft Internet Explorer window titled 'CATALYST - Microsoft Internet Explorer'. The address bar displays 'https://fortress.wa.gov/doh/catalyst/home/User_Info_Form.asp'. The page has a green header with the 'catalyst' logo and the title '- Update User Profile'. Below the header is a navigation bar with links: Home, Contract Management, Activity Evaluation, Reports, Utilities, and Help. The main content area is titled 'Change User Information for 'shanae'' and contains the following form fields:

- New Password:
- Confirm New Password:
- E-Mail:
- Phone: x

Below the form fields are two buttons: 'Save Changes' and 'Reset'.

At the bottom of the page, there is a footer that reads: 'Comments or questions regarding this page? Send Mail to: Shanae.Williams@doh.wa.gov Phone: 360-236-3746'.

When to change your password:

Users are requested to change their password every few months. Passwords should be 9 characters long and a combination of letters and numbers.

Entering Contacts in CATALYST

Steps for entering contacts:

1. From the green toolbar select -CONTRACT MANAGEMENT – CONTRACTOR
 2. Throughout CATALYST the red text indicates a required field
 3. Select the type of contact. If you want to designate multiple contact types for a single contact, hold the control key on the keyboard while you select the contact types with the mouse.
 4. When you are done entering the contact information go to the right side of the screen and select UPDATE. This will add your contact to the list at the bottom of the screen.
- IMPORTANT:** If you want to add additional contacts select NEW to begin entering the contact and UPDATE to add the contact to the list at the bottom of the screen.
5. When you are done click **SAVE** on the left side of the screen.

CATALYST - Contractor/Partner | Department of Health (DOH)

Home | Contract Management | Activity Evaluation | Reports | Utilities | Help

CONTRACTOR

The Basics ☒ **Contact** ☒

Previous | Next | Save

Type
 Support Staff
 Communications Specialist
 Contractor
 Assessment Contact

Training

Cert/Credentials

First **M.I.** ☐
Last

Organization **Phone** () - x
Address 1 **Fax** () -
Address 2 **E-mail**
City -select a City- **ZIP Code**

Track ☒ **New** **Update**

Delete	Type	Name	Phone	E-mail
<input type="checkbox"/>	Program Staff			
<input checked="" type="checkbox"/>	* Assessment	Boysun, Mike J	(360) 236-3671	mike.boysun@doh.wa.gov

When to add or edit contacts:

Users can add a new contact or change an existing contact in the system at anytime. We encourage you to keep this feature current because this is one of the primary ways we have to stay in touch with each other across the state. If you are new to the program then add your contact information to CATALYST now and delete any contacts that are no longer with the tobacco prevention program.

Reports to run to view system contacts: REPORTS – CONTRACT REPORTS

Contacts can be viewed with the Contact by Contractor Report and the Contact by County Report

Entering your Annual Workplan in CATALYST

Steps for entering a workplan:

1. From the green toolbar select -CONTRACT MANAGEMENT - WORKPLANS
2. IMPORTANT: Workplans are only entered once per contract year
3. Each activity in your workplan will have the following components: GOAL, ACTIVITY, SMART DESCRIPTION and an AUDIENCE.
4. On the first screen select the GOAL and ACTIVITY you wish to add to your workplan and then write a SMART ACTIVITY DESCRIPTION to describe what you plan to accomplish with this workplan item.
5. Click the Audience tab on the left of the screen or click NEXT to move to the AUDIENCE screen

Tools: If you have not received a copy of the WORKPLAN and OUTPUT REPORTING WORKBOOK request one from your contract manager.

WORKPLAN Screen: GOAL/ACTIVITY (1 of 2 screens)

CATALYST - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Address [https://fortress.wa.gov/doh/catalyst/Workplan/Workplan_Form.asp?cid=1888&eid=\(](https://fortress.wa.gov/doh/catalyst/Workplan/Workplan_Form.asp?cid=1888&eid=() Go

CATALYST - Workplan | Department of Health (DOH) - - FY 05-06

Home Contract Management Activity Evaluation Reports Utilities Help

WORKPLAN

Goal/Activity ←

Audience

Previous

Next

Save

Goal

Activity

SMART Activity Objective and Description (5000 characters max)

(SMART - Specific, Measurable, Achievable, Relevant, Time-bound)

Done Internet

6. For the GOAL/ACTIVITY combination you just entered describe an audience and enter the ESTIMATED NUMBER TO REACH.
7. Click UPDATE on the right side of the screen. This will add your activity audience to the bottom of the screen.
8. If you wish to describe a second audience for this screen click NEW on the right side of the screen and begin the process again.

IMPORTANT: When adding multiple audiences it is important to remember to click NEW to begin and UPDATE to add the new audience to the list at the bottom of the screen.

9. When you are done click **SAVE** on the left side of the screen

WORKPLAN Screen: AUDIENCE (2 of 2 screens)

When: Contractors are required to enter workplans in CATALYST annually at the first of each calendar year for the upcoming fiscal year. You will be contacted by your contract manager with specific dates and deadlines each year.

Reports to run to view workplan: REPORTS – WORKPLANS REPORTS

The best way to learn about the reports is to practice running them. Open one of the Workplan Reports, select a few items from the dropdown menu and click generate. A useful workplan report to run is the Planned Activities Detail Report.

Entering your Monthly Outputs in CATALYST

Steps for entering Outputs:

1. From the green toolbar select – CONTRACT MANAGEMENT – OUTPUTS
2. Use these screens to report actual activities against what was planned in your workplan. There are six screens associated with an output. For guidance on Output Reporting refer to your Workplan and Output Reporting Workbook.
3. The first screen is shown below. Select the GOAL and ACTIVITY you wish to report.
4. Click NEXT or EVENT DETAIL on the left side of the screen to move to the next screen. You DO NOT need to SAVE after each output screen. Save once after entering all data for a single output.

OUTPUT Screen: GOAL/ACTIVITY (1 of 6 screens)

The screenshot shows a web browser window titled 'CATALYST - Microsoft Internet Explorer'. The address bar shows the URL: https://fortress.wa.gov/doh/catalyst/Events/Event_Form.asp?cid=1888&eid=0&a=0. The page header is green and contains the 'catalyst' logo and the text '- Output | Department of Health (DOH) -- FY 05-06'. Below the header is a navigation bar with links: Home, Contract Management, Activity Evaluation, Reports, Utilities, and Help. The main content area is divided into two sections. On the left is a green sidebar titled 'OUTPUT' with a list of links: Goal/Activity (with a green arrow pointing to it), Event Detail, Audience, Key Partner, Journal, and Closeout. Below these links are three buttons: Previous, Next, and Save. The main content area on the right has two dropdown menus: 'Goal' and 'Activity'. Below the 'Activity' dropdown is the text '*Planned Activities'. There is also a checkbox labeled 'Evaluation Tool Used'.

Continued on the next page

5. From the dropdown menu select the EVENT TYPE
6. Enter a START and END date for the event. CATALYST will automatically enter the start date as the end date. This is appropriate for meetings and one day events. If the event lasted longer than one day then edit the end date appropriately.
7. LOCATION, SERVICE REGION AND TIME ESTIMATES are optional features in the system. The service regions are based on school district boundaries. Time estimates can be designated for any contact listed in CATALYST.
Remember: Click NEW to add a new time estimate and UPDATE to add it to the bottom of the screen.

Click NEXT or AUDIENCE on the left side of the screen to move to the next screen.

OUTPUT Screen: EVENT DETAIL (2 of 6 screens)

OUTPUT

Goal/Activity ✓

Event Detail ←

Audience

Key Partner

Journal

Closeout

Previous

Next

Save

Event Type: -select-

Location:

Date: Start: (mm/dd/yyyy)

End: (mm/dd/yyyy)

Service Region

include

exclude

Time Estimates

Contact: -select- Type: -select- Hours:

New

Update

Delete

Contact

Time Type

Est. Hours

Continued on the next page

12. The audiences from your workplan for this activity-goal combination will be displayed on the audience screen along with the category OTHER.

13. Enter the audience number reached for each of your activity audiences. If you reached an audience you did not intent to reach then report it using the OTHER field and describe it in your JOURNAL entry on the fifth output reporting screen,

14. The materials feature is optional in CATALYST.

Remember to click NEW to report new Material used and UPDATE to add the entry to the bottom of the screen.

Click NEXT or KEY PARTNER on the left side of the screen to move to the next screen.

OUTPUT Screen: AUDIENCE (3 of 6 screens)

Continued on the next page

15. The KEY PARTNER screen is an optional feature in CATALYST. Use it to document partnerships, volunteer activity and other in-kind contributions.

16. The KEY PARTNER dropdown menu lists several of our large state partners. You can also add local partners by entering them in the blank text field.

Click NEXT or JOURNAL on the left side of the screen to move to the next screen.

OUTPUT Screen: KEY PARTNER (4 of 6 screens)

OUTPUT

Goal/Activity ✓
 Event Detail ✓
 Audience ✓
 Key Partner →
 Journal
 Closeout

Previous
 Next
 Save

Key Partner: - select - [New]
 [Update]

Use the drop-down list to select partners that appear in the list; if the partner is not included in the list, type in its full name in the lower field.

Contribution Type: - select -
 Date: (mm/dd/yyyy)
 \$ Value: (0 or 0.00)
 Vol. Hours: (0 or 0.0)

Note: (250 characters max)

Delete Partner Type Value

Continued on the next page

17. The JOURNAL screen is the place for a narrative about the activity process. For guidance on what detail to report refer to your Workplan and Output Reporting Workbook.

18. Enter the date and write a narrative for your activity.

19. When you are done click UPDATE to add the entry to the bottom of the screen. You can enter more than one narrative update for an activity by clicking NEW, entering the date and narrative and clicking UPDATE.

Click NEXT or CLOSEOUT on the left side of the screen to move to the next screen. If you do not have any closeout information to enter at the time of this entry then click SAVE to save the entire output for this goal/activity combination.

OUTPUT Screen: JOURNAL (5 of 6 screens)

OUTPUT

Goal/Activity ✓

Event Detail ✓

Audience ✓

Key Partner ✓

Journal ←

Closeout

Previous

Next

Save

Date

New

Update

Event Journal
(5000 characters max)

(Success and Horror Stories - Materials - Notes About Contacts/Regions - Things to Remember for Next Time. *Do not enter confidential data. All data in this system is subject to public disclosure laws.)

Delete

Date

Journal

Continued on the next page

20. Closeout is the last Output Reporting screen. This screen only needs to be filled out once when an activity is complete for the contract year.

21. Enter a closeout date for the activity

22. Indicate if you met the SMART Objective given in your workplan for this activity and explain.

23. Indicate if you would (or would not) recommend this activity to other contractors as carried out in your workplan and explain.

IMPORTANT: When you are done click **SAVE** to save the entire output for this activity/goal combination.

OUTPUT Screen: CLOSEOUT (6 of 6 screens)

CATALYST - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address https://fortress.wa.gov/doh/catalyst/Events/Event_Form.asp?cid=1888&eid=0&a=... Go

atalyst - Output | Department of Health (DOH) -- FY 05-06

Home Contract Management Activity Evaluation Reports Utilities Help

OUTPUT

- Goal/Activity ✓
- Event Detail ✓
- Audience ✓
- Key Partner ✓
- Journal ✓
- Closeout ✓

Previous Next Save

Complete this screen only when you are done with this activity for the fiscal year.

Closeout Date (mm/dd/yyyy)

Did you meet your SMART Activity Objective?
(refer to SMART Activity Objective and Description in workplan) ☐ Yes ☐ No ☐ Partially

Explain (2000 characters max)

Recommendation

For your organization or organizations similar to yours to what degree do you recommend this activity?

Why? (5000 characters max)

When to enter Outputs: Outputs are required to be entered in CATALYST by the 10th of each month. These are the screens you will touch most in CATALYST.

Reports to run to view Outputs: REPORTS – OUTPUT REPORTS

The best way to learn about the reports is to practice running them. Open one of the Workplan Reports, select a few items from the dropdown menu and click generate. A useful OUTPUT report to run is the Planned vs. Actual Detail Report

Generating Reports in CATALYST

Tips for generating reports in CATALYST:

To locate reports: From the green toolbar select – REPORTS

1. Reports are not saved in CATALYST and the report content changes each time the system is updated.
2. For additional formatting reports can be copied and pasted into Excel or WORD.
3. Reports can be printed directly from the web browser by selecting FILE - PRINT.
4. Portrait or Landscape orientation can be used to print reports.
5. Users can only view Actual Activity reports for their own contracted agency but can view Planned Activities for all contractors in CATALYST.
6. Each report is generated from selection criteria. You do not need to select an item from each dropdown menu to generate a report. The selection criteria can help narrow your selection and answer a specific question.
7. Most Output/Event Reports can be generated for a specific date range.
8. Each report comes with a header that identifies the name of the report and the selection criteria used to generate that specific report.

Questions answered by Contact Reports

Contact by Contractor Report

1. What contact information is listed for my agency?
2. What is the contact information for the DOH Assessment/Evaluation staff?
3. Who is the primary contact for a particular agency?

Contact by County Report

1. Who are all the important tobacco control contacts in my county?
2. Who is the primary contact for the Educational Service District (ESD) in my region?

Questions answered by Workplan Reports

Planned Activities Report

1. Who is doing a particular activity with a particular group (e.g. Hispanic/Latino, etc.)?
2. What is a particular contractor doing overall?
3. What is going on overall in a particular area?
4. What did our organization do last year?

Planned Activities Detail Report

1. What is the entire workplan for my organization?
2. What do the workplans look like for counties that "look like mine"?

Contract Plan Worksheet Report

1. How can I start planning to implement my workplan activities?

Statewide Activity Summary (SAS) Report

1. How many ESD programs in the state are working with Project ALERT?
2. What are a few other counties that "look like me" doing in their workplans?

Questions Answered by the Output Reports

Actual Activities Report

1. What have we achieved with a particular activity?
2. When did we do a particular event?
3. What is going on overall in a particular area?

Actual Activities Detail Report

1. What outputs were reported for a specific time frame?
2. What were our outputs for a particular year?

Planned vs. Actual Detail Report

1. What is the "big picture" for planned vs. actual activities?
2. How are we doing (detail level) at accomplishing the activities in our workplan?

CATALYST Terminology

Activity: A program approach that is intended to achieve a short-term or intermediate outcome.

Activity Workplan: The set of activities selected for implementation in your contract service area.

Disparities: A group that has been “under-served” by tobacco control programs and perhaps “over-targeted” by the tobacco industry. In other words, these groups bear more than their share of the burden of the harms of tobacco use. Disparities are often considered in terms of race/ethnic/sexual minority groups, but can also be considered in other terms such as “young adults” or “extremely rural communities”.

DOH: The Washington State Department of Health.

ESD: Educational Service District. Public schools in Washington are each assigned to one of nine regions, and for each region an ESD cooperative is in place to coordinate centralized functions (particularly beneficial to smaller districts) such as providing substitutes, and implementing prevention and intervention programs for youth.

Event: The implementation of an activity. For example, the training of peer educators, or the teaching of a class.

Key Partner: A contributing organization or individual. For example, a grocery that donates snacks, a stakeholder who contributes staff time, a youth who contributes volunteer time, to plan or implement an activity.

Outcomes: Indicators of success -- the change in an individual or population behavior or attitude as a result of program implementation. Also described as measures of “what happened because of what you did”. Outcomes can be short-term (usually related to activities), intermediate (usually related to goals), or long-term (usually related to goals).

Outputs: Indicators that demonstrate an event is complete within your activity workplan. Also described as measures of “what did you do”. For example, the number of youth who attended an activity, or the number of smoke-free restaurant guides distributed.

SMART: Specific, Measurable, Achievable, Relevant, Time-bound

Sub-population: Members of the general population who can be separated out based on a shared characteristic.

Target Audience: The specific group for whom a behavior or attitudinal change is desired.

CATALYST Technical Support Contacts

Shanae Williams

CATALYST Technical Support
Assessment & Evaluation
Shanae.williams@doh.wa.gov
360-236-3746

Carla Huyck

Contract Manager
Carla.huyck@doh.wa.gov
360-236-3678

Paul Davis

Contract Manager
Paul.davis@doh.wa.gov
360-236-3642

Dave Harrelson

Contract Manager
David.harrelson@doh.wa.gov
360-236-3685